



# GRANTEE HANDBOOK

An overview of receiving First 5 Butte County Children & Families Commission funds. Updated in 2023.

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Vision: Every child in Butte County will have the opportunity for a resilient, thriving future through a nurturing, supportive network of families, caregivers, and their community.

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# WELCOME MESSAGE



**Anna Bauer**  
Executive Director

We are pleased to welcome you as a recipient of First 5 Butte County Children and Families Commission funds. Our hope is to provide you with as much useful information as possible, understanding that each contract or agreement is unique and some of the information in this handbook may not directly apply or be relevant to your project. As First 5 staff, we place a high value on our relationship with each one of our grantees and partners, and are committed to open communication and transparency in all aspects of our work together. We welcome your feedback, questions and concerns, and are committed to continuous quality improvement and creating an equitable, inclusive and supportive environment for all.

# GRANTEE EXPECTATIONS

## Relationships

All contracts are assigned a First 5 staff-person to be the contract manager. This person should serve as your primary contact and resource for all your questions and concerns. Please do not hesitate to reach out with any issues, the earlier the better, so that your contract manager can provide you with assistance and support. First 5 staff will respond to your communication within 3 business days, or will direct you to another member of the team who can better assist you. If you do not know how to contact your contract manager is, please email [First5Fiscal@buttecounty.net](mailto:First5Fiscal@buttecounty.net).

## Communication

All grantees are expected to be available and responsive to First 5 staff, by both telephone and email, should any questions arise. Please ensure you can provide a maximum 3 business day response time, and if you will be unreachable for longer, please set up an out-of-office reply on your email and voice mail with an alternate contact.

## Understanding your contract

Please pay careful attention to your contract, including your scope of work and performance measures, budget, and Commission terms and conditions. We recommend sharing it with all pertinent program, fiscal and agency staff, and keeping a copy handy so you can refer to it regularly. Once the contract is fully executed and signed by all parties, it can only be amended through a formal amendment process requiring Commission approval. Programs are expected to perform satisfactorily, meet or exceed their scope of work, and adhere to their budget. Programs are also expected to adhere to the deadlines set forth in their contract. Failure to meet deadlines and/or deliverables may result in early contract termination or withholding of funds.

# GRANTEE EXPECTATIONS

## Attending & Participating in Commission Meetings

The Commission typically meets six times per year, and programs are strongly encouraged to attend Commission meetings. Program staff can engage with the Commission by speaking during public comment about issues that are relevant to the Commission, and providing agendaized presentations to the Commission. The Commission calendar is available on the website at: <https://first5butte.org/commission/meetings>

Please contact staff 30 days prior to the Commission meeting to be added to the agenda. First 5 staff realize that Commission meetings might feel formal and intimidating at times, and we are eager and available to assist program staff in understanding open meeting rules, parliamentary procedures, and how to successfully participate and attend meetings.



# DATA REPORTING

*“You can have data without information, but you cannot have information without data.”*

## How to collect and report demographic data

Demographic data is data that quantifies the number and type of people that your program has served. Data must be reported in non-duplicated form, which means that each person should only be counted once per fiscal year.

Regardless of whether a person received one service, or dozens, they should only be counted once per fiscal year. This data is reported to First 5 California, and this is the format they require. Your performance measures should have other indicators that will collect data about the intensity/frequency of services.

## Quarterly Performance Reports

Most grantees are required to submit quarterly performance reports in Apricot 360. Performance measures are developed collaboratively with grantees and First 5 staff during the contract negotiation period and are typically due on or before the 15th of the month following the close of the quarter. Program staff should familiarize themselves with the performance measures and develop strategies to collect data and address performance measures throughout the reporting period, rather than waiting and having to go back a few months to retrieve data. Once submitted, First 5 staff will review performance reports for accuracy and completeness and will provide a summary to the Commission’s Executive Committee. It is important that grantees provide accurate and complete data because the performance measures are one of the few ways the Commission has to gauge the effectiveness of grantee performance. Failure to meet report deadlines or deliverables may result in early contract termination and/or withholding of funds. First 5 staff are eager and available to support programs with data collection questions and challenges and strongly encourage you not to wait until the last minute to submit your data.

# DATA REPORTING

## Annual Program Report

All programs should submit an annual or final report. Your report should include key performance and outcome data, and should include some narrative about program successes and challenges. The audience for your report is the First 5 Commission and the community. Your report should be clear, succinct, and free from typos and spelling or grammar errors. Your report should address the extent to which you were able to be successful in meeting your scope of work, an analysis of program strengths, challenges and opportunities for improvement, and anecdotal examples of why your program is positively impacting children and families. Programs should collect examples over the course of the entire year so that they are prepared to create an excellent annual report after the year closes. Please reach out to First 5 staff with questions, concerns or if you need support.

## Video Presentations

Programs are encouraged to develop short video presentations to share with the Commission and to be uploaded to the First 5 website. The purpose of the videos are to highlight a special event, a community story, a participant story, provide an overview of the program, and highlight the benefit of the program to the community. Please reach out to First 5 staff if you need technical assistance in planning and developing your video. Grantees shall ensure that all video participants have provided appropriate consent.

## Policies and Procedures

The Commission has a robust [policy manual](#) with specific instruction for grantees about: Confidentiality, Equity and Diversity, Food and Beverage, Tobacco-Free Environment, Contractor Site Visits, Corrective Action, Contract Payments, Budget Revisions. Grantees should review the policies frequently to ensure they are complying.

# DATA REPORTING

## Apricot 360/Bonterra Case Management

Apricot 360 is a custom data system that is designed to meet all of your fiscal and performance reporting needs. [Click here for step-by-step instructions on navigating Apricot360, submitting invoice and demographic reports, information on general use.](#)

apricot

USERNAME

PASSWORD



Log In To Apricot

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# FISCAL MANAGEMENT

## **Budgeting, Invoices & Budget Change Requests**

Careful fiscal administration is critical to the successful management of your grant. Program staff are encouraged to work closely with fiscal staff to ensure that expenses are being accurately coded and that invoices are correct. Programs may invoice monthly and must invoice quarterly. Invoices are due 30 days after the close of the billing period. Invoices should be complete and should include all required receipts and documentation. All invoices should be submitted through Apricot on or before the required deadline. Failure to submit timely, complete and accurate invoices may result in early termination of contract and/or withholding of funds.

Grantees are encouraged to make every effort to fully expend their budget as planned. If there is a need to move funds between line items due to an unanticipated change in circumstances, the program contract manager must receive prior permission from the First 5 contract manager. Grantees are encouraged to proactively monitor their budget and initiate early communication with the First 5 contract manager to discuss any potential changes. Proposed budget amendments should be identified by the Q2 invoice submission, and no later than Q3.

Programs that are unable to expend their funds as planned will typically not be allowed to carry funds over into the next fiscal year.

Budgets are renegotiated annually for all contracts, beginning in February. Grantees should submit their well-developed budget requests to First 5 staff for consideration. Requests should clearly detail how the funds will be spent, including detail about FTE, hourly or salary wages, and benefits. The [First 5 Budget](#) form must be used, and the formatting must be maintained. After review, First 5 staff will present budget recommendations and/or contracts to the Commission at the April meeting. Budget recommendations will be based on the following: availability of Commission funds, current and previous program performance, availability and/or need for continuity of services and Commission priorities.

# FISCAL MANAGEMENT

## Budgeting, Invoices & Budget Change Requests (Cont.)

Common invoicing errors include:

- Invoicing for unallowable expenses. Grantees must carefully review the contract budget and Scope of Work on a regular basis to ensure all expenses incurred as part of the program are allowable and reimbursable. Grantees should reach out to First 5 staff with any questions regarding allowable expenses prior to incurring those expenses.
- Purchasing gift cards for items that do not address basic needs for 0-5. Gift cards should provide age-appropriate concrete supports for families with children ages 0-5.
- Purchasing gift cards with activation fees or expiration dates. To best utilize grant dollars and support families, gift cards must not charge activation fees or have expiration dates shorter than three years.
- Purchasing food for staff members. First 5 funds must not be used to purchase meals, beverages, or snacks for grantee staff unless pre-authorized by First 5 as part of an approved travel claim request (to be reimbursed at the GSA per diem rate). Meals or snacks for families must follow the guidelines set forth in the First 5 Food and Beverage Policy.
- Backup documentation, including all invoiced expenses, is not included or is incomplete. First 5 will not reimburse any expenses that are not supported by payroll records, receipts, or fulfilled invoices. These documents must be attached to the Apricot invoice prior to submission.
- Attached backup documentation does not add up to match the total invoice entered in Apricot. Grantees must carefully review receipts, invoices, and accounting records attached as backup documentation to ensure the correct total is invoiced in Apricot. Discrepancies in accounting or missing backup documentation may delay or disqualify reimbursement.

# FISCAL MANAGEMENT

## Budgeting, Invoices & Budget Change Requests (Cont.)

### Common invoicing errors (cont.):

- Backup documentation is dated in the incorrect quarter. Timely and complete invoicing is required to ensure grantees remain within budget. Receipts and invoices should be submitted for the month or quarter in which the expenses were incurred. Payroll records may be submitted based upon pay dates. Example: a September 15 receipt should be included in the September (monthly) or Quarter 1 (quarterly) invoice and submitted by October 30.
- Attaching order confirmations labeled “not yet shipped” as backup documentation for Amazon or other online orders. When invoicing for online purchases, grantees must include invoices or receipts that reflect the shipping date(s) of the purchased item(s). Reimbursements will not be provided based upon order confirmations for items that have not yet been shipped and received.
- Expenses are entered into the incorrect line item (Examples: Benefits entered on the Salary line item or Telephone expenses entered on the Direct Services line item). Grantees must ensure expenses are appropriately classified in Apricot to correspond with the approved contract budget. Grantees should reach out to First 5 staff with any questions regarding how to classify expenses.

# FISCAL MANAGEMENT

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## Evaluation

The Commission utilizes Results Based Accountability for evaluating the effectiveness of programs. Results Based Accountability asks 3 key questions: How much did we do? How well did we do it? Is anybody better off? All program grantees will develop an evaluation framework in collaboration with First 5 staff, and will be required to collect, maintain and report a variety of quantitative and qualitative data that demonstrates the impact of the program.

## Professional Development Discretionary Fund Requests

In addition to your program's training and travel budget, Professional Development funds may be requested for program, or agency, staff who are providing services to families and their 0-5 children. Examples of allowable requests are: training and conference registration, travel costs, subscription costs, course tuition, etc. Discretionary Funds will not be approved to pay for staff salary and/or benefits. Please submit requests through the First 5 Butte website.

## Augmented Funding

Partners are strongly encouraged to seek funding from other sources to support the programs that First 5 funds. Partners should report on any additional funds that they leveraged in order to sustain or expand their program, and should also report on the total number of children and families served.

# FISCAL MANAGEMENT

## Travel Requests

Many budgets include staff training and conference funds. Within that category travel may be claimed. Travel is typically differentiated from local mileage when staff leaves Butte County for the purpose of attending meetings or professional development opportunities. Out of state travel requires written pre-approval by First 5 staff; please do not commit to any non-refundable costs for out of state travel prior to obtaining written permission. In-state travel does not require advance approval; programs should adhere to the [US General Services Administration Travel Rates](#). If grantees cannot find adequate lodging within the GSA approved rates, please contact your First 5 contract manager.

Programs should invoice and provide back-up documentation for the following:

- Ground Transportation (shuttle, rental car, taxi, etc): actual costs, provide receipts
- Parking (airport, hotel or parking lot): actual costs, provide receipts
- Airfare: actual cost, provide receipts. Staff must fly economy and rates must be reasonable. Flights should be booked well enough in advance to ensure bargain prices.
- Lodging: must align with US GSA approved costs or be purchased as part of the conference or training with the group rate discount.
- Conference registration: provide receipt and conference announcement or program/agenda
- Per Diem: claim for the approved daily and/or partial day per-diem as appropriate. Do not submit receipts to First 5 for meals or incidentals.

Local mileage should be calculated at the current [Internal Revenue Service \(IRS\) business rate](#). No other vehicle costs may be billed to the Commission. If staff are required to travel outside of Butte County in order to provide direct services to program participants, those costs should be captured under local mileage.

# MATERIALS FOR FAMILIES



## Outreach Materials

Programs are encouraged to request input from First 5 staff as they develop their outreach materials. All materials shall have the appropriate First 5 Butte County logo and funding acknowledgement prominently displayed. Family Center partners shall utilize the Family Center branding and language on all outreach materials. All materials shall make clear that the programs and services are provided by the Commission.



## Ordering New Parent Kits

New Parent Kits come from First 5 California. To place an order for New Parent Kits please use the Contact Us form on the First 5 Butte website. Please include the contact information of the person placing the order, the languages you would like your kits in, and the number of kits you would like in each language.



## Gift Cards for Families

Gift cards can occasionally be an acceptable concrete support and/or incentive for families. Programs should purchase gift cards that have the following characteristics:

- No surcharge or expiration date
- Ability to restrict the purchase of firearms, tobacco, and alcohol

If gift cards are a substantial portion of the program's family engagement and incentive structure, please work with First 5 staff to utilize the Commission's Rybbon platform for incentive distribution.



# QUESTIONS

Email  
[First5Fiscal@buttecounty.net](mailto:First5Fiscal@buttecounty.net)



Website  
[www.First5Butte.org](http://www.First5Butte.org)

